

WINDOW, FRONT DOOR, AND SLIDING DOOR REPLACEMENT GUIDELINES & REQUIREMENTS

Broadmoor Park: Orange Park Community Association

The Architectural Committee, before any installations, must approve all changes in windows, sliding doors, and front doors including materials and colors.

Submit a plan, which shows (1) all the windows and doors that are to be replaced, (2) their locations, and (3) a description of the materials. Provide visuals—brochures, photographs, or samples—to facilitate your request.

Any installation that involves changing dimensions of the opening, e.g., a bay window, should also be submitted on a “Structural Change Request Form.”

Please read the following before making decisions to change windows, front doors, and sliding doors:

Windows:

1. Windows may be aluminum, wood, or vinyl.
2. Window glass may be single or dual glazed.
3. New windows must retain the architectural characteristics of the existing residence.
4. Wood windows must be painted to match the house trim.
5. Vinyl window frames that are exposed are to be “technically” adaptable to painting.
6. Vinyl windows that expose large areas of framing that cannot be painted to match trim or field color are not allowed.
7. The vinyl window trim color must closely match the home’s trim or field color.
8. If the material used cannot be painted, then windows must have recessed frames.

Other Doors:

1. Doors may be aluminum, wood, or vinyl.
2. Doors, if not aluminum, must be painted to match the trim.

Front Doors:

1. Most wood doors or wood/glass combinations are acceptable.
2. Front doors are to be stained an earth tone, painted to match the color of the stucco, siding, or trim or painted in the accent color that is part of the new color palette combinations.
3. The Architectural Committee must approve the color of the front door.

WINDOW, FRONT DOOR, AND SLIDING DOOR REPLACEMENT REQUEST FORM

BROADMOOR PARK: ORANGE PARK COMMUNITY ASSOCIATION

Name _____

Street _____ Home Plan: 1 2 3 4

Phone _____ Date _____

GENERAL DIRECTIONS AND INFORMATION:

- Read the guidelines on the reverse side to make sure your request is consistent with current regulations and follows the process indicated. **Please indicate that you have seen and read the guidelines on the reverse side by signing your name here** _____
- Use a separate form for each request and each owner if both are making a request. Submit this completed form and all the required material or information to Cardinal Property Management, 1290 N. Hancock, # 103, Anaheim, CA 92807. Phone: 714-779-1300 Fax: 714-779-3400 E-mail: contactus@cardinal-online.com
- Allow 30 days for your request to be reviewed by the Architectural Committee. Note that the submission date is considered the date that the completed form and all the required information and material are received by Cardinal Property Management. Homeowners will receive a letter from Cardinal verifying that their plans have been received and forwarded to the Committee. **No work is to be done prior to approval.** Work done prior to approval is subject to a fine.
- The Architectural Committee meets the third Thursday of the month. In order to have your request reviewed by the Architectural Committee that month, Cardinal must receive your request by the second Thursday.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Brochure: Attach a brochure showing the style of the window or door and the material being used.

Plan: Attach a sketch showing all windows and doors being replaced or painted. (See reverse side for directions.)

Material: Window(s) _____ *Front Door _____ Other Doors _____

Color: Window(s) _____ *Front Door _____ Other Doors _____

*If you have painted your home with colors from the new palette, see new options for front doors.

Company or Contractor: (For reference only) _____

(FOR ARCHITECTURAL COMMITTEE USE ONLY)

Approved Not Approved Conditional Approval Insufficient Information Prior Work

Comments _____

Committee Signature _____ Date _____